Postal search of the Probate records of England and Wales

PA1S

Complete this form if you want to find a will or 'grant of representation' for someone who died in or after 1858.

A 'grant of representation' gives someone the legal right to deal with a deceased person's estate.

Online search

Use our online service and you can order documents and get them within 10 working days.

www.gov.uk/search-will-probate

If you use our postal service we aim to respond within **four weeks** with your requested copies or a letter to explain that no grant has been issued. Please wait until after the four weeks has passed before contacting us.

What if you require a copy of a grant urgently?

If you require a copy of a grant within 10 working days, and are unable to use the online service, you will need to go in person to your local **District** Probate Registry.

Your details	
Surname	
Forenames	
Full address	
Postcode	
DX address (if applicable)	
Your reference (if any)	

However, if you require a copy **more urgently** please contact your local **District** Probate Registry and they will tell you what documentary evidence will be required when you go in person.

You can find details of your local registry online at https://courttribunalfinder.service.gov.uk

What if the person died in the last six months?

If the person died within the last six months, a grant may not have been issued yet. You should check the online search service regulary to see when a grant has been issued. You can then order the documents.

If you are unable to search online, you may apply for a *standing search* to enable a copy to be sent to you when the grant issues. The copy will not be sealed.

After a period of six months without result, your *standing search* will expire. You are able to extend the search for a further six months within one month of the expiry date by sending a further £10.

We will send you a letter telling you the date the standing search was entered.

Please send your completed form with payment to:

The Postal Copies and Searches Department District Probate Registry

York House

31 York Place

Leeds

LS1 2BA

If you use the DX postal service, our address is: **DX 26451 Leeds Park Square**

Please **do not** send a covering letter or staple your cheque, postal order or international money order to this form.

Please complete the rest of the form over the page



Search type	
You can only request one type of search.	
I request a search for:	Only use this search option if
information about an estate or for family history research	you need information about an estate or are doing family history research. We will send you a copy of the will and grant.
a copy to administer an estate within the UK	you need to administer an estate in the UK. We will send you sealed copies of the will and grant.
a copy to administer an estate outside of the UK Country(ies) of use:	you need to administer an estate outside of the UK. We will send you sealed and certified copies of the will and grant.
a standing search	the person died within the last six months, so a grant may not have been issued yet. A grant will be sent to you if issued in the next six months.
Details of the decreed waves	
Details of the deceased person	The fee
Surname	The fee for a search is £10.00 . This includes one copy of the will and one copy of the grant.
Forenames	If you need extra copies of the will or grant, there is a fee of £0.50 per copy.
	How many extra copies do you need?
Alternative names	will grant
	The search fee £10.00
	Extra copies of the will or grant £
Date of death	Total fee to pay £
DAY MONTH YEAR	
Full address	PBA number (if applicable)
Postcode Postcode	Make your cheque, postal order or international money order (in sterling) payable to: 'HMCTS' Please write the name of the deceased person on the back of your cheque, postal order or international money order.
Before returning your form, please check have you	

- completed your details on the front page
- ticked only one box for the search
- given details of the deceased person
- enclosed the correct fee